Kinship FAQ's

eWiSACWIS

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Overview

- Documenting Kinship cases in eWiSACWIS.
  - Voluntary Kinship
  - Court-ordered Kinship
  - Waitlisted
- Documenting Specific Placement Situations in eWiSACWIS
  - Voluntary Kinship placement to Court-Ordered Kinship placement
  - Court-ordered Kinship to a 48.977 Long-term Guardianship

Voluntary Kinship

- Create Kinship Provider
  - Create > Provider > Home Provider
  - Search out and add all Household Members
  - Screen In
- Maintain Provider
  - Once assigned to provider, click provider name
  - On the Service Tab, click Edit Unlicensed Services
  - Add appropriate Kinship Service Types

Voluntary Kinship Continued

- Create Child Case
  - Create > Intake > Service Intake
  - Search out and add Kinship child and relative caregiver
  - Child has roles of Referral Name and Child In Kinship Care, adult has role Relative Caregiver
  - Screen In
  - Do NOT link to CPS Family case

Voluntary Kinship Continued

- Create Out of Home Placement
  - Create > Case Work
  - Select Out of Home Placement, Case, and Child
  - Select the Service Category and Type first
  - Note that removal information is NOT required for Voluntary Kinship placements
  - Refer to KIDS
  - Identify provider
  - Approve

Court Ordered Kinship

- Create Kinship Provider (same as Voluntary)
- Create a secondary assignment to the CPS Family case (self-assign or by supervisor)
- Create Out of Home Placement
  - Now Removal from Home Information is required
  - Approve

- Note that there is no service intake necessary

Waitlisted Kinship

- Waitlisted Kinship Cases must be documented in eWiSACWIS

- The set up of the case and provider are exactly the same as Voluntary Kinship described above

- When assigning service types for the provider, add the service type Kinship Care - Waitlisted

- When creating the Out of Home Placement for the child, use the Kinship Care - Waitlisted service type

Waitlisted Kinship - Now Off the Waitlist

- The County is paying from first day child was placed
  - Close waitlisted placement 'Placement Made In Error'
  - Open new placement using a paid Kinship service type starting the date the child was waitlisted
- The County is starting to pay, but not going back to the placement start date
  - Close waitlisted placement the day *before* you are going to start paying
  - Open new paid Kinship placement starting with the 1st day the relative will be paid

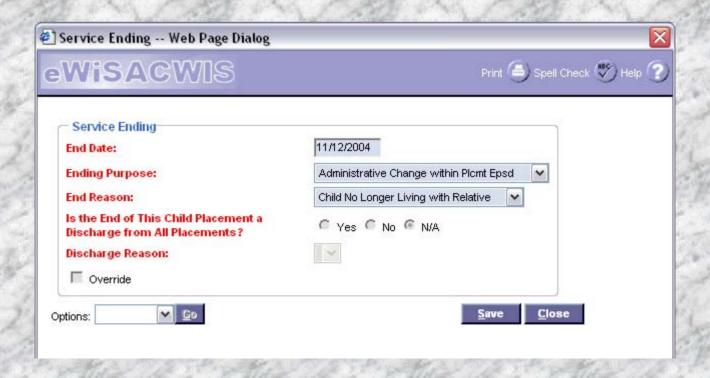# Documenting Specific Placement Situations in eWiSACWIS

- Voluntary Kinship placement to Court-Ordered Kinship placement
  - The voluntary Kinship service must be ended and a new placement is created using the court-ordered Kinship service type.
  - The date of the court order should be used as the Removal Date.

Documenting Specific Placement Situations in eWiSACWIS

- Court-ordered Kinship to a 48.977 Long-term Guardianship
  - If a court-ordered Kinship placement becomes a 48.977 guardianship case, the placement should be ended as a discharge to Guardianship - Relative and a new voluntary KC placement should be documented

New Functionality When Ending Placements (1.8)

- New Field Called 'Ending Purpose'
- This filters values available in 'End Reason'

Conclusion

- Create the Provider first (and add the service types)

- Voluntary – create a child specific case

- Court-Ordered make placement from the CPS Family case

- Refer to the Placement Manual located on the WiSACWIS Knowledge Center website under Help Desk > Guides > Placement Manual